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6 March 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 13-53

SUBJECT: Longevity Awards

25X1A

REFERENCE: CIA Regulation Number [REDACTED] Longevity Awards, 20 February 1953

1. This memorandum sets forth the procedures which shall be applied in carrying out the responsibilities of the Personnel Office in connection with the Longevity Awards Program. Since no one will establish eligibility for a longevity award until the year 1957, the following procedures are limited to the mechanics for recording creditable service.

2. The following definitions apply:

a. Creditable Service for Longevity Awards

All service is creditable which is performed subsequent to 18 September 1947 as a civilian employee in CIA and/or as a member of the Armed Forces assigned to CIA. Military service occurring between periods of creditable Agency service is also creditable. Leave without pay (LWOP) in excess of 6 months is not creditable.

b. Entrance-on-duty Date (EOD)

(1) The civilian EOD date is the true beginning date of the current period of CIA service.

(2) The military EOD date is the effective date of assignment to CIA (as reflected in the change of strength accountability).

c. Longevity Computation Date (LCD)

(1) Henceforth the LCD of new employees who enter on duty with no prior civilian and/or military service with CIA will be the EOD date.

(2) The LCD for on-duty employees with a continuous unbroken period of service with CIA will be the EOD date, or 18 September 1947, whichever is later.

(3) In all other cases, the LCD will be an artificial EOD date summarizing creditable CIA civilian and/or military service since 18 September 1947, determined as follows:

(a) Add all periods of creditable service to obtain total service in years, months and days.

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(b) Subtract this total from the latest date included in the computation of creditable service. The resultant date is the LCD.

(4) Subsequent breaks in service, including LWOP in excess of 6 months, will require recomputation of the LCD.

3. Recording Longevity Computation Dates

a. Transactions and Records Branches (Overt and Covert) will record the LCD on the Service Record Card (SF 7). The LCD will be recorded in such a manner that it will not be confused with the EOD date or the service computation date for leave purposes.

b. The Military Personnel Division will record the LCD for military personnel assigned to the Agency on the appropriate military service record card.

c. In order to complete LCD computations for civilian personnel formerly assigned to the Agency in a military capacity, MPD will transmit the following information to Transactions and Records Branch (Covert) and Transactions and Records Branch (Overt) in turn:

(1) A roster of personnel who have served with CIA in a military status since 18 September 1947, consisting of two lists:

(a) One list will indicate only those individuals no longer assigned to the Agency in a military status.

(b) One list will indicate only those individuals currently assigned to the Agency in a military status.

(2) Each name on the roster will be followed with the appropriate dates of Agency service for the individual.

(3) The Transactions and Records Branches (Overt and Covert) will utilize this information in computing LCDs for the personnel concerned. In addition, the Transactions and Records Branches will record periods of civilian service in CIA for individuals on the MPD roster. One copy of the roster will be returned to MPD for its use in computing LCDs on military personnel.

d. As soon as the machine records can be adjusted to accommodate this information, the Transactions and Records Branches (Overt and Covert) will transmit LCD's for all members of the Agency to the

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Machine Records Branch. LCD data on new employees will subsequently be transmitted to the Machine Records Branch in the "Remarks" section (Item No. 21) of the SF 50 or SF 52 as appropriate. In those cases involving a subsequent re-computation of the LCD the Transactions and Records Branch will transmit the data to the Machine Records Branch by memorandum.

e. It is anticipated that by 1957 machine record procedures will be used to compile listings of personnel eligible for Longevity Awards.

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Personnel Director

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